



BOXBOROUGH BUILDING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1726 • Fax: (978) 264-3127

INSTRUCTIONS
APPLICATION SUBMITTALS – RESIDENTIAL AND COMMERCIAL

Applications: all pages/questions must be addressed and completed.

Plot Plan: Any change in the footprint requires a plot plan, accurately drawn, showing existing structures if any, wetlands, well location, septic system location, proposed structure(s), all elevations and distances to lot lines by an engineer (if applicable).

A change in the footprint of your home/building will most likely require a Certified Plot Plan prior to issuance of Certificate of Completion/Occupancy.

Plans: two (2) sets of 17" x 11" (minimum size) plans drawn to scale and shall include the following:

All Elevations	Mechanical
Foundation Plan	Type of Heat
Floor Plans	Framing Plans
Wall Bracing Schedule	Typical Cross Section
Electrical	Sizing, Spacing, Fastening
Plumbing	Chimney Detail, Zero Clearance Fireplace Specifications
Window & Door Sizes	

Massachusetts Registered Professional Engineer Stamp REQUIRED on all floor and roof trusses, LVL's, steel "I" beams, and other engineered lumber and/or materials.

Copy of Builders License (CSL and/or HIC).

Insurance: Copy of Insurance Certificate showing Liability and Worker's Comp

Other Information that May Apply: Zoning, Planning Board Approval, Conservation Commission Filing, Flood Plain Elevations, Energy Conservation forms, and other applicable information that this office may require.

Building Fees: The fee will be determined based upon the estimated cost of construction as provided by the applicant. However, if the minimum square footage cost as determined by the take-off sheet cost estimate is not met, then the permit fee shall be based upon the minimum square foot cost.

APPLICATION CHECKLIST: Prior to delivering the application to the Building Department, bring the entire Building Permit package and secure the signatures on the APPLICATION CHECKLIST.

Once the Building Department has received a completed package, it will be acted upon in a timely manner – within 30 days of receipt. If you have any questions regarding filing for a permit, please call the Building Inspector Department at (978) 263-1116, x114.

LVL's, steel "I" beams, and other engineered lumber and/or materials.

INSPECTION PROCEDURES

Inspections will be made within 48 hours (or two working days) of the request. Do not cover, conceal or back fill until the proper (Building, Electrical, Plumbing, Water, Sewer, Board of Health, or Fire) Inspector(s) have signed the Building Permit weather card in the proper space(s). The second set of approved plans shall be kept on site with the Building Permit weather card.

REQUIRED INSPECTIONS (In Order)

1. **Excavation:** Prior to placing of concrete for footings, sonotubes, etc.
2. **Reinforced Concrete Work (if applicable):** When steel is in place, before concrete is poured.
3. **Foundation:** Complete the following, then call for Foundation Inspection:
 - a. Damp proofing.
 - b. Perimeter Drains (3/4 inch stone, covered with approved filter membrane material).
 - c. Insulation (if applicable).
 - d. Bracing or first floor deck installed (if applicable).

NOTE: At this time it is suggested that you obtain a certified plan stating "Foundation As-built" signed and stamped by a Massachusetts Registered Land Surveyor. The Building Department will require this before issuing a Certificate of Occupancy. Check with Zoning by-law for plan requirements.

4. **Rough Frame Inspection:** Complete the following, then call for Frame Inspection:
 - a. Rough Electrical Sign-off.
 - b. Rough Plumbing Sign-off.
 - c. Rough Gas Sign-off.
 - d. All rough H.V.A.C. should be installed.
 - e. All fire stopping and draft stopping complete.
5. **Chimney/Fireplace:** Construction to conform to M.S.B.C. Call for Throat Inspection.
6. **Insulation:** Prior to installing wallboard, insulate all walls, floors, and ceilings. Call for Insulation Inspection.
7. **Blue Board or Sheet Rock Inspection:** (screws or nails) This may or may not be required. Call Inspector.
8. **Final Occupancy Inspection:** Complete the following, then call for a Final Inspection (and Certificate of Occupancy).
 - a. Final Electrical Sign-off.
 - b. Final Gas Sign-off.
 - c. Final Plumbing Sign-off.
 - d. Final Fire Department Sign-Off. (Requires house number applied to structure and visible from street. On common or long driveways, numbers must be displayed at the street/driveway entrance.)
 - e. Board of Health Sign-off, if applicable.
 - f. Water Sign-off, if applicable.
 - g. Sewer Sign-off, if applicable
 - h. Driveway installed per Town Highway Department and Zoning By-Law rules and regulations.
 - i. Certified foundation "As-built"

NOTE: In addition to the above, any Orders of Conditions from either the Conservation Commission, Zoning Board, Planning Board, or Board of Selectmen, shall be adhered to before any Certificate of Occupancy is issued.



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_____ Date Received	_____ Signature Page Approval
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Building Permit Application Checklist

The applicant is responsible for securing the following signatures from the appropriate departments verifying that the scope of work has been reviewed by the authority having jurisdiction. All applicable special permits, variances, plans and comments are to be attached as part of the permit application record for submittal to the Building Department. An application is not considered complete until ALL pertinent information has been filed. Insufficient information will delay review.

The required time period for review of the building permit application does not begin until this signature page has been properly completed.

Property Address: _____

Description of Work: _____

<p><u>Conservation Commission:</u> <input type="checkbox"/> N/A</p> <p>_____ Authorized signature Date</p> <p>Comment: _____</p>	<p><u>Highway Department:</u> <input type="checkbox"/> N/A</p> <p>_____ Authorized signature Date</p> <p>Comment: _____</p>
<p><u>Planning Board:</u> <input type="checkbox"/> N/A</p> <p>_____ Authorized signature Date</p> <p>Comment: _____</p>	<p><u>Tax Collector (required signature):</u></p> <p>Does Property Owner/Applicant/Petitioner owe Taxes/Municipal Charges? _____ (Yes/No)</p> <p>_____ Tax Collector signature Date</p>
<p><u>Board of Health:</u> <input type="checkbox"/> N/A</p> <p>_____ Authorized signature Date</p> <p>Comment: _____</p>	<p><u>Fire Department:</u> <input type="checkbox"/> N/A</p> <p>_____ Authorized signature Date</p> <p>Comment: _____</p>

-CALL DIG SAFE: 1-888-344-7233



TOWN OF BOXBOROUGH

Building Department
Town Hall
29 Middle Road
Boxborough, MA 01719

(978)264-1726
FAX: (978)264-3127

APPLICATION FOR PERMIT TO BUILD, REPAIR OR ALTER

To the Building Inspector/Code Enforcement Officer

The undersigned hereby applies for a permit to build, alter, demolish, remodel, replace, renovate, repair, or make addition to, according to the information and plans filed here with the following information.

Location: _____

Owner's Name: _____ Owner's Phone: _____

Owner's Address: _____

Builder's Name: _____ Builder's Phone: _____

Builder's Address: _____

Licensed Person Responsible for Project: _____ Lic. # _____

ARE ANY BEDROOMS BEING ADDED? YES ___ NO ___ IF YES, NUMBER OF TOTAL BEDROOMS (old plus new) _____

IS ANY PART OF THIS PROJECT WITHIN 100' of a wetland? YES _____ NO _____
(if unsure, check with Conservation Commission.)

SIZE OF PROPOSED BUILDING: _____

EST. COST OF CONSTRUCTION (excluding land) _____

DESCRIPTION OF PROJECT: _____

I hereby certify that I am the owner of record of the property listed above or that I have been duly authorized by said owner to make this application as the owner's agent and that all the information above, and plans and specifications submitted are correct and that all applicable provisions of the Commonwealth of Massachusetts States, Building Code, and Town of Boxborough Zoning By-laws shall be complied with. The following is subscribed to and executed by me under the Pains and Penalties of Perjury.

OWNER'S SIGNATURE: _____ DATE: _____

LICENSE HOLDER'S SIGNATURE: _____ DATE: _____



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**THIS AFFIDAVIT DOES NOT APPLY TO NEW HOME OR
COMMERCIAL CONSTRUCTION**

**AFFIDAVIT
Home Improvement Contractor Law
Supplement to Permit Application**

MGL c. 142A requires that the “reconstruction, alteration, renovation, repair, modernization, conversion, improvement, removal, demolition, or construction of an addition to any pre-existing owner-occupied building containing at least one but not more than four dwelling units... or to structures which are adjacent to such residence or building” be done by registered contractors, with certain exceptions, along with other requirements.

Type of Work: _____ Est. Cost: _____

Address of Work: _____

Owner's Name: _____

Date of Permit Application: _____

I hereby certify that Registration is not required for the following reason(s):

- ___ Work excluded by law
- ___ Job under \$1,000
- ___ Building not owner-occupied
- ___ Owner pulling own permit
- ___ Other (specify) _____

Notice is hereby given that:

**OWNERS PULLING THEIR OWN PERMIT OR DEALING WITH UNREGISTERED CONTRACTORS
FOR APPLICABLE HOME IMPROVEMENT WORK DO NOT HAVE ACCESS TO THE
ARBITRATION PROGRAM OR GUARANTY FUND UNDER MGL c. 142A.**

Signed under penalties of perjury:

I hereby apply for a permit as the agent of the owner:

Date Contractor Name Registration No.

OR:

Notwithstanding the above notice, I hereby apply for a permit as the owner of the above property:

Date Owner's Signature



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WASTE DISPOSAL AFFIDAVIT

In accordance with the provisions of MGL c. 40, S 54, a condition of receiving a building permit is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c. 111, S 150A.

The debris will be disposed of at the following location:

(Name and Location of Facility)

Signature of Permit Applicant

Date
